إصدار
من سلسلة كتب المعاصر
لطلاب المدارس الرسمية والخاصة لغات
غير مخصصة للبيع

EL-MOASSER
Guide

Final Revision

Quick Look

تكنولوچيا المعلومات والاتصالات

ICT

INFORMATION
& COMMUNICATION
TECHNOLOGY

4th Primary
2026
FIRST TERM

الصف الرابع الابتدائى
الفصل الدراسى الأول
طبقاً لأحدث مواصفات الورقة الامتحانية ٢٠٢٥ – ٢٠٢٦

GPS

AL TALABA BOOKSTORE
For printing, publication & distribution
El Faggala - Cairo - Egypt
Tel.: 02/ 259 340 12 - 259 377 91
e-mail: info@elmoasserbooks.com
www.elmoasserbooks.com
15014

Important Definitions

أهم التعريفات

Word	Definition
Ground Penetrating Radar (GPR)	This radar can discover objects buried underground.
Global Positioning System (GPS)	This is a way to find the location of something using satellites.
Magnetometer	This measures a magnetic field. It can find metal underground.
Rover C4	A developed device to detect metals.
Computer Device	It is an electronic device that stores, processes and restores data.
Keyboard	To type on and tell the computer what to do and write letters and numbers.
mouse / touch screen	We can move things easily with it and directional data.
speaker	To allow people to hear you, sound and music.
camera	For people to see you, images and videos.
scanner	Input text and images from paper.
screen	Shows us what we are doing and visual information : text, images and video.
speaker	To hear others and audio.
Braille terminal	Text in Braille for blind people.
Speech Synthesizer	- It is audio output device. - It changes the words into an artificial voice so people can hear what I want to say.
Printer	Output text and images on paper.
Operating System	It is in communication with the CPU, which is part of the computer hardware components.
Paraclimbing tools	Allow climbers with limb difference to climb mountains.
Assistive Technology	It's a special kind of technology that helps people of determination with tasks that they find difficult.

CPU	The central processing unit is a type of hardware, it controls what and data how is processed.
Screen magnification	It is type of assistive technology allows these with visually impaired to interact with computer.
Hearing aids	Hearing aids help people who have trouble hearings models can now to connected to a person's mobile devices.
Alternate communication software	Alternate communication software help people with speech and language disabilities communicate with others and some computer programs can turn text to speech and speech to text.
Graphing Data	Graphing Data compare different categories of information such as Bar graphs.
Personal information	It includes your address, name and name of your school.
Viruses	Viruses can damage your computer or be used to track your information.
The tag	The tag provides a link to the person's profile.
Banned sites	Banned sites may publish inaccurate, immoral and harmful material.
Parental control	Some popular browsers include a parental control app and helpful safety tips for children.
browser	A software application that is used for assessing information on the internet.
search engine	A software application that carries out web searches.
results	A list that is compiled based on a search.
Cyberbullying	When someone sends or posts messages that are hurtful or mean to you repeatedly
Hackers	They may use your personal information.
Anti-virus software	Anti-virus software catches viruses before affect your device and can fix damaged files.
PowerPoint®	- It is a Microsoft program that creates a slideshow of the material you want to present. - It is a fun way to present your ideas to other.
Posters	Effective way to present your research and ideas.

ICT tools

أدوات وأجهزة مستخدمة فى تكنولوچيا المعلومات

Archaeologists' tools

1 Locate things **above the ground**

GPS

Satellites

Drone

2 Locate things **under the ground**

Ground Penetrating Radar

Magnetometers

Types of computers

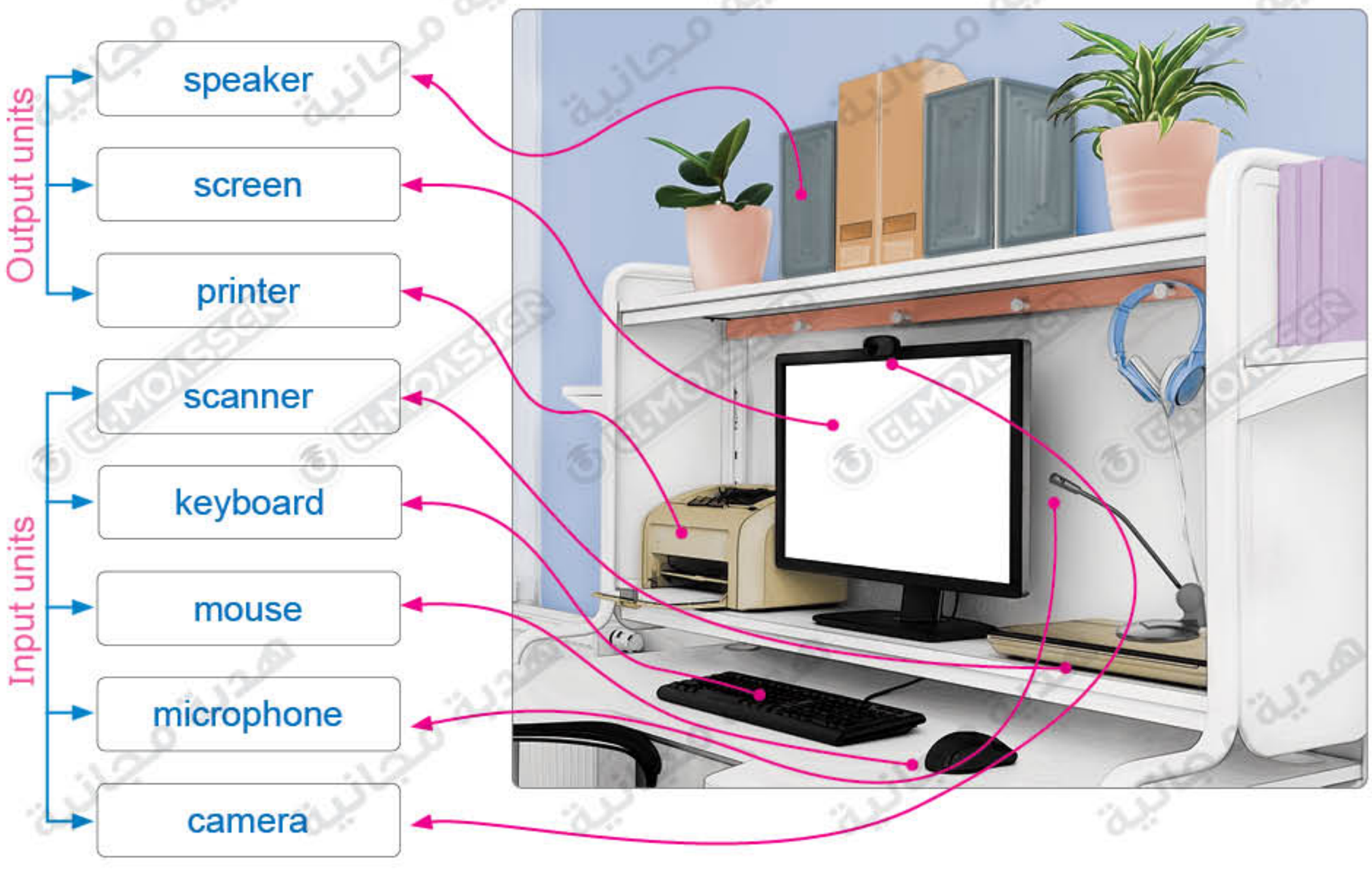
1. laptop

2. tablet

3. personal computer

4. Touch Devices

Computer and its components



Input and Output devices

We divide computer hardware into input and output devices.

نقسم أجهزة الكمبيوتر إلى أجهزة إدخال وإخراج.

A Input devices أجهزة الإدخال

Component المكوِن

Function and type of input data
الوظيفة ونوع البيانات المدخلة

1 keyboard

- **Function:** type on and tell the computer what to do
  - كتابة وإخبار الكمبيوتر بما يجب القيام به
- **Input data:** letters **and** numbers
  - حروف وأرقام

2 mouse / touchscreen

- **Function:** move things easily with mouse
  - نقل الأشياء بسهولة من خلال الفأرة
- Allow interaction with, and selection of, information
  - اتاحة التفاعل مع المعلومات واختيار من على الشاشة
- **Indput data:** direction of data and select [Directional data]
  - اتجاه البيانات [بيان توجيهى]

QUICK LOOK

3 microphone

- **Function:** allow people to input sound and music
- سماح للناس لإدخال الصوت والموسيقى
- **Input data:** Sound **and** music
- اصوات وموسيقى

4 camera

- **Function:** people can see you
- يمكن للناس أن تراك
- **Input data:** images **or** video
- صور أو ملفات الفيديو

5 scanner

- **Function:** allow to input text and images from paper
- اتاحة ادخال النصوص والصور من الورق إلى جهاز الكمبيوتر
- **Input data:** text **and** images
- نصوص أو صور

B Output devices أجهزة الإخراج

Component	Function and type of output data
1 screen	- **Function:** shows us what we and the computer are doing توضح لنا ما نقوم به نحن والكمبيوتر - **Output data:** [visual information text, images and video] معلومات بصرية [نصوص وصور وملفات الفيديو]
2 speaker	- **Function:** allow hear others السماح لسماع الآخرين - **Output data:** audio معلومات سمعية
3 Braille terminal	- **Function:** text in Braille for blind people to allow them use computer نص مكتوب بحسب نظام برايل الطرفى للمكفوفين ليسمح لهما استخدام الكمبيوتر - convert letters into prominent symbols يحول الحروف إلى رموز بارزة - **Output data:** prominent symbols الرموز البارزة

4 speech synthesizer

- **Function:** convert text to speech

يحول النصوص إلى أصوات

- Allow none - verbal people to speech

السماح للأشخاص غير القادرين على الكلام

- **Output data:** audio معلومات سمعية

5 printer

- **Function:** allow output text and images on paper تتيح اخراج النصوص والصور من جهاز الكمبيوتر إلى الورق

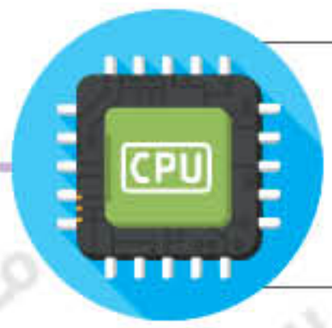
- **Output data:** text and images on paper

نصوص وصور على الورق

The diagram below shows how data is processed in Microsoft© Word.

A student writes in Microsoft© Word.

The operating system sends data to the CPU.



The CPU processes the data.

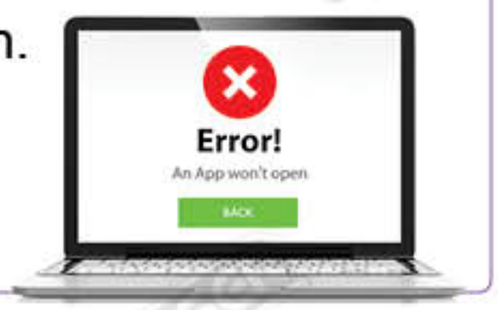
The CPU sends information to the operating system.

The operating system receives the information and shows it on the screen.

Some technological problems and solutions

Problem 1

An app won't open.



Solution

Restart your computer and try again.

Problem 2

The mouse cursor isn't working.

Solution

Make sure you connect the mouse cable to the correct place in the motherboard. It is best to restart your device after that.

Problem 3

You can't find a file.

Solution

Check your Downloads folder.

Problem 4

Your screen freezes.

Solution

Press and hold the "Ctrl", "Alt", and "Del" buttons together.

Problem 5

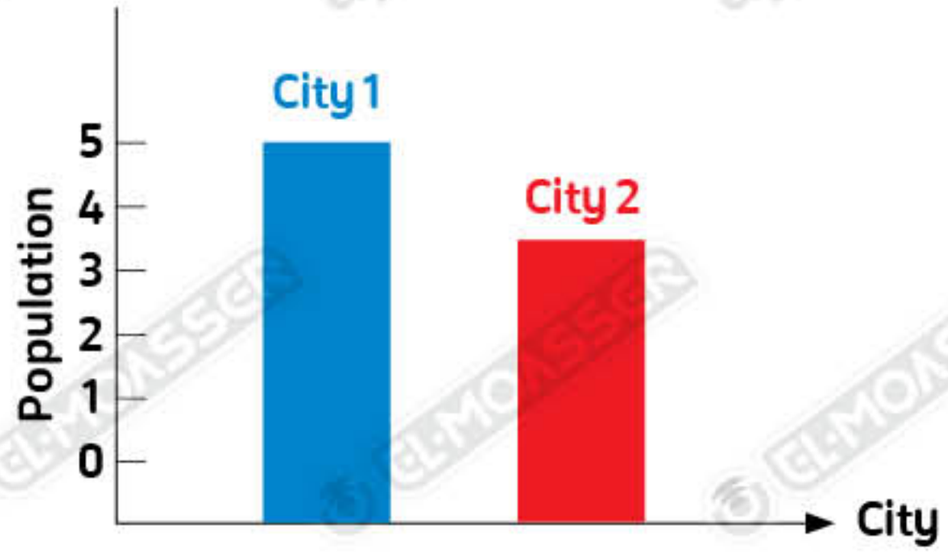
The keyboard isn't typing.

Solution

Make sure you connect the keyboard cable to the correct place in the motherboard then restart your device.

Then you can use a bar graph

To represent the difference between them easily.



The positive and negative effects of ICT tools

Pros of using ICT tools	Cons of using ICT tools
You can get all information, you need by just a click of the mouse.	1. You may come across something online that upsets you.
	2. You can get eye strain or headaches from using your devices too long.
	3. Some people may rely on searching on Google to answer all their questions- even though it doesn't always give the right answer !

If you are searching for information on an image.

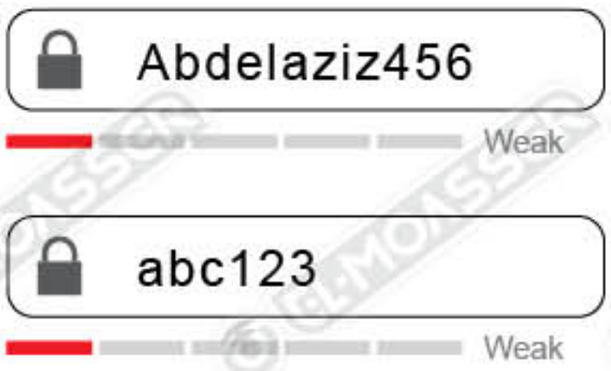
Use the image instead of words in your search.	Use the camera button, and add your image.	Your teacher can help you.

Steps to search for information

If you need these words to be included in your search,	add a (**+**) sign before the word.
To avoid getting unwanted or unnecessary results,	add a (**–**) sign before words you would like the search engine to avoid.
If you are searching for a particular phrase,	put the phrase inside quotation marks “ ”.

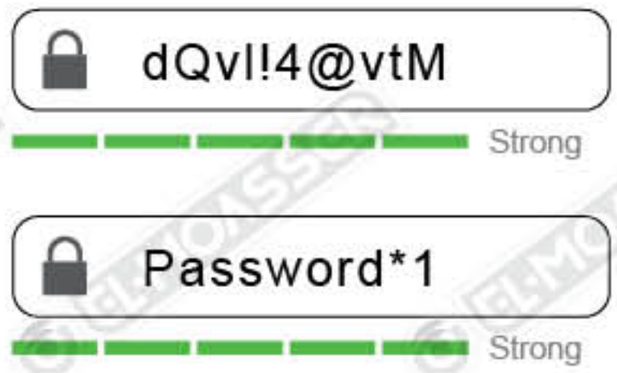
How to create strong passwords ?

Weak Password



There is no special characters.

Strong Password



Contains, letters, numbers and special characters.

A computer virus can cause big problems, such as :

- sending an email to everyone on your computer.

- deleting your files.

EL-Moasser Sample Tests

نماذج اختبارات من كتاب المعاصر

Sample Test 1

1 Choose the correct answer from a, b, c or d.

1. When searching for a specific sentence, we put this sentence between two signs ..... .
   a. + b. – c. “ ” d. /
2. ..... software helps people with poor vision.
   a. Word b. Screen magnification c. Excel d. Google
3. To share data via internet we use ..... .
   a. email b. Excel c. Word d. message
4. You can ..... from the internet and save it on your device.
   a. download a file b. block your friend
   c. delete a file d. none of them
5. All of the following are input units except ..... .
   a. mouse b. keyboard c. screen d. camera
6. One of the strongest passwords is ..... .
   a. mostafa b. Ahmed@3# c. 12345678 d. 123#
7. Your name and address are considered as ..... .
   a. spam b. video
   c. personal information d. image
8. ..... program is used to write reports.
   a. Screen zoom software b. Word
   c. Medical hearing aids d. Paint

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can download files on your device without an internet service. ( )
2. Input devices in computer work on processing data. ( )
3. The Ground penetrating radar is used to detect underground bodies. ( )
4. If you can’t find a file, you should restart your computer. ( )
5. Scanner is used to print images from your computer on paper. ( )
6. Books and magazines are sources of data collection. ( )
7. It is preferable to use a different password for each account you have on the internet. ( )

Sample Test 2

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The Egyptian Knowledge Bank reliable source of information because all information has been verified as accurate. ( )
2. Microsoft PowerPoint programs a fun way to present your ideas to others. ( )
3. The printer is responsible for processing data. ( )
4. You can find out information by talking to people directly, or by finding information online. ( )
5. GPS is used to find places you might need to visit. ( )
6. PowerPoint program is used to make presentations. ( )
7. You may want to ignore results some key words, this can help you avoid getting unwanted or unnecessary result type + before the words. ( )

2 Choose the correct answer from a, b, c or d.

1. Unwanted message may include viruses, it is called ..... .
   a. spam b. social media c. Excel d. paint
2. ..... helps people who suffer from hearing problem.
   a. Screen zoom software b. Hearing aids
   c. Scanner d. Excel
3. ..... enables me to write letters and numbers.
   a. Keyboard b. Mouse c. Microphone d. Scanners
4. ..... is the easiest way to display search results and opinion polls.
   a. Presentation b. Word file c. Chart d. Poster
5. The camera and microphone are used in ..... .
   a. published articles b. text messages c. video calls d. download file
6. Before you express the data in a graph, you must ..... .
   a. share it with others b. analyze it c. delete it d. save it
7. ..... is entering unknown persons to your account on the internet.
   a. Bullying b. Hacking c. Download files d. None of them
8. One of the devices that you use during video chats is ..... .
   a. printer b. scanner c. camera d. mouse

Sample Test 3

1 Choose the correct answer from a, b, c or d.

1. When the screen stops displaying data and information, press ..... .

   a. Del + Alt + Ctrl b. Alt + Del + Tab c. Del + Tab + shift d. None of them

2. The component responsible for entering the data for the computer is the .....

   a. printer b. CPU c. keyboard d. all of them

3. ..... is processing data.

   a. Scanner b. Screen c. CPU d. Mouse

4. Tourists rely on ..... to locate different places.

   a. GPS positioning system b. printing machine

   c. Pascaline's machine d. All of them

5. ..... includes your name, address and your date of birth.

   a. Personal data b. Spam c. Download d. Upload

6. One of the devices that you need to type on the computer is ..... .

   a. keyboard b. microphone c. speakers d. camera

7. ..... is used to write report.

   a. Screen zoom software b. Word program

   c. Medical hearing aids d. None of them

8. ..... is used to search on the internet.

   a. Spam b. Video Call c. Browser d. Audio

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. A computer is a machine process data into valuable information. It also has the ability to store and retrieve them. ( )
2. One of the dangers of the internet is that others can use your personal data. ( )
3. Drones used in discovering a region by the pilot's control over it while he is on the surface of the earth. ( )
4. E-mail is used to share data and communication among friends. ( )
5. The magnetometer device is used to discover metals buried in the ground. ( )
6. The operating system is not necessary to deal with the computer. ( )
7. The traveler uses the global positioning device (GPS) while traveling from one town to another. ( )

Sample Test 4

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Input devices in computer work on processing data. ( )
2. Information is the final result we get after processing the data. ( )
3. If you can't find a file, you should restart your computer. ( )
4. You can collect data from many different sources. ( )
5. When someone is blocked, they can see your posts. ( )
6. Screen helps in processing data. ( )
7. The Central Processing Unit (CPU) is a type of software. ( )
8. The magnetometer is used to determine places via satellites. ( )

2 Choose the correct answer from a, b, c or d.

1. Entering of unknown people to your account on the internet is called ..... .
   a. bullying b. hack c. download files d. upload files
2. The ..... is responsible for processing data.
   a. printer b. screen c. CPU d. all of them
3. ..... is used to copy paper inside the computer.
   a. Display screen b. Scanner c. Speech installer d. Mouse
4. The camera and microphone are used in ..... .
   a. published articles b. text messages c. video calls d. email
5. The speaker allows ..... .
   a. input audio data b. output audio information
   c. printing papers d. scan files
6. Screen zoom software is used to help people who suffer from ..... .
   a. bearing impairment b. visual impairment
   c. limb loss d. none of them
7. One of the strongest passwords ..... .
   a. mostafa b. Ahmed@3# c. 12345678 d. 123#

Sample Test 5

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. CPU is a type of software. ( )
2. The more difficult the password for your account ,the greater the risk of being hacked by others. ( )
3. Good Antivirus Programs are used to protect your device from risks that may affect it. ( )
4. You can download files on your device without an internet service. ( )
5. The operating system is not necessary to run the computer. ( )
6. One of the output units is the keyboard and camera. ( )
7. Restarting the device helps solve most problems. ( )
8. All websites on the internet are reliable. ( )

2 Choose the correct answer from a, b, c or d.

1. Your friend sent an email containing his location, which means that he used ..... .
   a. Ground penetrating radar b. magnetometer
   c. Global positioning system d. alternative communication software
2. ..... is a way that converts letters into prominent symbols that can be read by touching.
   a. Earpiece b. Screen c. Braille d. Scanner
3. A device that allows non-native speakers to speak ..... .
   a. speech synthesizer b. speakers c. display screen d. scanner
4. Software allows screen enlargement ..... .
   a. seeing information b. hearing information
   c. printing papers d. none of them
5. ..... is a device that detects underground objects.
   a. Computer b. Magnetometer
   c. Global positioning system d. Ground Penetrating radar
6. ..... is used to copy paper inside the computer.
   a. Display screen b. Speech installer c. Scanner d. Mouse
7. Your friend sent you an e-mail with a file attached. You must ..... .
   a. opening the message and downloading the file
   b. calling and checking if he sent it
   c. deleting the message
   d. blocking the message's owner

Sample Test 6

1 Choose the correct answer from a, b, c or d.

1. ..... depends on satellites to determine places and locations.
   a. GPR b. Magnetometer c. Drones d. GPS
2. ..... is unwanted messages and contain virus.
   a. Spam b. Social media c. Personal data d. None of them
3. ..... is used to display data, photos and videos.
   a. Screen b. Speaker c. Keyboard d. Printer
4. ..... a feature used to mention your friends on your post, on social media.
   a. Send b. Tag c. Play d. Post
5. The ..... is one of the programs for representing and graphing data.
   a. Google b. Word c. Excel d. PowerPoint
6. ..... helps Hearing-impaired people.
   a. Hearing aids b. Keyboard c. Printer d. Sports tools
7. We use the sing ..... to avoid words you do not want in your searching
   a. (+) b. (" ") c. (-) d. (#)

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. To solve the problem of screen stopping displaying information press (Alt+Ctrl+Del). ( )
2. Books and articles are sources for collecting data. ( )
3. It is important not communicate with unknown people. ( )
4. To make the password strong, it must include (letters, numbers, and symbols). ( )
5. Speakers used to output sound from the computer. ( )
6. Online bullying is a bad behavior by one person to another person. ( )
7. The poster is an effective way to present your ideas. ( )
8. The operating system is not necessary to operate the computer. ( )

Sample Test 7

1 Choose the correct answer from a, b, c or d.

1. ..... receives data from the operating system.
   a. Screen b. Keyboard
   c. CPU d. Word processing

2. When you ..... someone, you identify that person in a post.
   a. block b. tag
   c. unfollow d. ignore
3. To get specific search results, you have to add ..... to the sentence.
   a. words marks b. question marks
   c. quotation marks d. all of them
4. Choose the ..... that includes filters and can avoid clicking inappropriate videos.
   a. Child-friend y website b. Home page
   c. both (a) & (b) d. none of them
5. Presentation software allows you to create ..... .
   a. advertising posters b. email
   c. voice conversation d. video conference
6. ..... is used to input text into computer.
   a. Speaker b. Keyboard c. Screen d. Scanner
7. The sign ..... is used while searching on the internet before words that you want to avold (exclude) in search results.
   a. (-) b. (+) c. (“ ”) d. (/)
8. You can protect your personal accounts on the internet by creating .....
   a. anti-virus b. personal information
   c. strong password d. email
9. ..... is used to input a text and images from paper.
   a. Scanner b. Printer c. Keyboard d. Screen
10. Which of the following programs you prefer to create a graph ..... .
    a. Word b. Excel c. PowerPoint d. Facebook
11. ..... is considered as one of computer component that responsible to control data and processing it.
    a. Operating system b. Central processing unit (CPU)
    c. Control unit d. none of them
12. ..... is a device that allows blind people to use the computer.
    a. Speech synthesizer b. Hand bikes
    c. Braille terminal d. All of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. One of the output units is the keyboard and camera. ( )
2. You must download any file quickly without checking. ( )
3. Assistive technology is a technology that helps people of determination. ( )

4. Researchers and scientists prepare digital reports using PowerPoint and videos. ( )
5. You must open any message that you receive across the internet. ( )
6. Online bullying can include messages and posts. ( )
7. Browser is considered from the hardware components of computer. ( )

Sample Test 8

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. The more difficult the password for your account, the greater the risk that you will be hacked by others. ( )
2. The (+) sign is used to get unwanted results in the search process on the Internet. ( )
3. You must ask permission before posting any information related to your friends. ( )
4. CPU is a type of software. ( )
5. Assistive technology helps people of determination go about their daily lives. ( )
6. Archaeologists use ground penetrating radar to find objects above the ground. ( )
7. A keyboard is a device used to output data. ( )

2 Choose the correct answer from a, b, c or d.

1. The component responsible for entering the data for the computer is the ..... .
   a. keyboard b. CPU c. printer d. screen
2. Screen zoom software is used to help people who suffer from ..... .
   a. hearing impairment b. visual impairment
   c. limb loss d. keyboord
3. Someone sent you a friend request on a social networking site, you must ..... .
   a. close the device b. delete the friend request
   c. check his identity d. none of them
4. Information is considered the processing product of ..... .
   a. data b. digital blogs c. e-mail d. spam
5. Your friend sent you a file and you want to save it on your device, you should ..... .
   a. download the file b. block c. scanner d. printer
6. From the advantages of ICT tools ..... .
   a. bullying your friends. b. helping people of determination
   c. excess usage of electronic devices d. none of them

7. Before you show your results on charts, you should .....
   a. share it online with others b. analyze them
   c. remove them d. delete them
8. One of the strongest passwords ..... .
   a. mostafa b. Ahmed@3# c. 12345678 d. Amr 12

Sample Test 9

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. When you tag someone, they can see your post. ( )
2. It's not important to credit source that provide you with information. ( )
3. Your password must include your name. ( )
4. Drones are used to photograph specific places. ( )
5. There are two types of books printed and digital. ( )
6. CPU is a type of software. ( )
7. You will be safe online if you share your personal data. ( )
8. You must respect the privacy of people and ask them before posting. ( )

2 Choose the correct answer from a, b, c or d.

1. A ..... helps people of a missing limb to practice their daily.
   a. prosthetic leg b. camera c. hearing aid d. scanner
2. Which of the following passwords are considered a weak password ..... .
   a. omer b. @bdEla77# c. 123SRsheE& d. Ali 123
3. Press and hold the Ctrl' + "Alt" + "Del" buttons together when ..... .
   a. opening apps b. you cannot find a file
   c. the screen freezes d. download apps
4. To search for an exact sentence, we put the sentence between ..... .
   a. @ b. " " c. & d. (+)
5. ..... is a fun way to present your idea as sound effects can be added.
   a. Excel b. Word c. PowerPoint d. Paint
6. The ..... measures a magnetic field.
   a. Drones b. magnetometer c. satellite d. GPS
7. A/An ..... mail includes unwanted messages to advertise products.
   a. spam b. instant c. direct d. data

Sample Test 10

1 Choose the correct answer from a, b, c or d.

1. When an application won't open, you should ..... .
   a. remove the mouse
   b. replace the keyboard
   c. check the cables
   d. restart the computer
2. You shouldn't communicate with ..... on social media sites.
   a. your school friend
   b. your friends
   c. an unknown person
   d. all of them
3. ..... is considered one of the operating systems.
   a. Google
   b. Windows
   c. PowerPoint
   d. Word
4. An email from an unknown address that includes advertisements is likely to be ..... .
   a. instant messaging
   b. screen
   c. personal information
   d. spam
5. The ..... sign is used when searching on the internet before words that you want to avoid (exclude) from the search results.
   a. (-)
   b. (+)
   c. (#)
   d. (/)
6. If you are bullied on a social networking site, you should ..... .
   a. tell your parents
   b. bully the person
   c. both of them
   d. none of them
7. ..... is used to find the buried objects underground.
   a. GPS
   b. A drone
   c. GPR
   d. none of them
8. A ..... is a device used to insert text and images from a paper to a computer.
   a. scanner
   b. microphone
   c. mouse
   d. printer

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Assistive technology helps people of determination with tasks that they find difficult. ( )
2. Microsoft Word is an operating system program. ( )
3. All computer devices have the same shape. ( )
4. We can make a graph using Excel. ( )
5. You must ask permission before posting any information related to your friends. ( )
6. One of the dangers of the internet is that others can use your personal data. ( )
7. Hearing aids help people with poor vision (visually impaired). ( )